

State Hosting Reimbursement Request – SDCL 3-9-2.1

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

RECEIVED

JAN 22 2018

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 1/17/18 Agency: GOED
Agency Address: 2329 N Career Ave., Suite 221, Sioux Falls, SD 57107
Agency Phone Number: 605-367-4516
Employee Requesting Reimbursement: Mark Boehm
Total Amount of Reimbursement: 24.02 - 11^(mark) = \$13.02
Date(s) of Hosting Expense: 1/17/18
Receipts Attached: (Y) N

Explanation of official business performed: Met with new student intern programmer to coordinate a work schedule to work on the wage calculator for 2018/2019.
The professor and previous intern were also present.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while hosting a prospect for business development, trade, or a tourism promotional activity. I certify that the expenses were incurred through necessary duties of my employment with the State of South Dakota and in the furtherance of state's interests, concerns, and activities and are supported by the attached receipts. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

[Signature] 1-17-18
Signature of Employee Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's claims were in the furtherance of state interests relating to hosting a prospect for business development, trade, or a tourism promotional activity.

[Signature] Commissioner
Name of Department/Office Head Position/Title of Agency Official
[Signature] 1/22/18
Signature of Department/Office Head Date

State Board of Finance Approval

Approval Date: _____
Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Mochavino
(605) 556-1020

NAME: 12NAME: MARK

CHECK# 184380.1
Closed to Credit Card

DATE/TIME: 1/17/2018 12:44:22 PM
SERVER: Sami Martin
STATION: 01

Item Count: 7

1 COFFEE 16OZ*#^	\$1.90
1 BAG TEA*#^	\$2.00
1 TURKEY BACON GUAC*#^	\$8.75
No Change	
No Substitution	
1 MOCHA/BIANCO 16OZ*#^	\$4.25
Skim	
1 AMERICANO 16OZ*#^	\$2.65
Subtotal	\$19.55
Tax	\$0.88
Tax 2	\$0.39
Tax 3	\$0.20
Total before tip:	\$21.02

Tip amount:

Grand total:

3.00

24.00

Credit

\$21.02

CREDIT CARD PURCHASE \$21.02

Card Type: MasterCard

*****0634 XX/XX

Name: BOEHM, M.

Transaction Type: PRE-AUTH

Ref Num: 503055875

Auth Code: 969269

Card Entry Method : Swiped

Approved

Thanks!

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S.D. SEC. OF STATE

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Application

Date: 1/16/18 Agency: GOED
Agency Address: 2329 N Career Ave, Suite 221, Sioux Falls SD 57107
Agency Phone Number: 605-367-4516
Employee Requesting Reimbursement: Eric Fosheim
Total Amount of Reimbursement: \$ 38.82 - 11 CEIO = \$27.82
Date(s) of Hosting Expense: 1/5/18

Receipts Attached: ☒ Y ☐ N

Explanation of official business performed: Business prospect hosting that included the project manager and controller of a company. Steve Watson of GOED was also present.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while hosting a prospect for business development, trade, or a tourism promotional activity. I certify that the expenses were incurred through necessary duties of my employment with the State of South Dakota and in the furtherance of state's interests, concerns, and activities and are supported by the attached receipts. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's claims were in the furtherance of state interests relating to hosting a prospect for business development, trade, or a tourism promotional activity.

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

\$38.82

Custom Amount	\$33.76
Subtotal	\$33.76
Tip	\$5.06
Total	\$38.82

Eric



*only
invoice
available*

"R" Place Burger Joint & Catering

Last Location

320-212-8853

Visa 7519 (Swipe)

Jan 5

2018

ERIC R FOSHEIM

at 1:17

PM

#5pNM

Auth

code:

315061

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1455 Market Street, Suite 600

San Francisco, CA 94103

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Pierre, SD 57501 Phone: 605-773-3537

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FEB 06 2018
S.D. SEC. OF STATE

Application

Date: 1/25/18 Agency: GOED
Agency Address: 2329 N Career Ave, Suite 221, Sioux Falls, SD 57107
Agency Phone Number: 605-367-4516
Employee Requesting Reimbursement: Kristen Honey
Total Amount of Reimbursement: 29.73 - .55^{crip D.F.} = \$29.18
Date(s) of Hosting Expense: 1/24/18 Receipts Attached: (Y)N
Explanation of official business performed: Hosted the senior vice president of a prospect company.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while hosting a prospect for business development, trade, or a tourism promotional activity. I certify that the expenses were incurred through necessary duties of my employment with the State of South Dakota and in the furtherance of state's interests, concerns, and activities and are supported by the attached receipts. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Kristen Honey
Signature of Employee

1/25/2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's claims were in the furtherance of state interests relating to hosting a prospect for business development, trade, or a tourism promotional activity.

Scott Ston
Name of Department/Office Head
Scott Ston
Signature of Department/Office Head

Connie Jones
Position/Title of Agency Official
2/1/18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

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Grille 26
1716 S. Western Ave
Sioux Falls, SD 57105
(605) 444-1716

Server: CATHY 01/24/2018
Table 110/1 2:01 PM
Guests: 2 10011
Reprint #: 2

Apple Spinach Sal 11.00
Jambalaya 12.00

Subtotal 23.00
Tax 1.73

Total 24.73

VISA 24.73
Auth: 419263

+ Tip: 5-
= Total: 29.73

X Kristen Honey

Balance Due 0.00

Thank You
Tell us how we're doing at
feedback@minervas.net

--- Check Closed ---

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

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FEB 08 2018

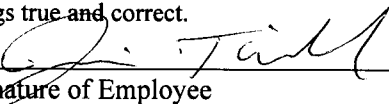
SD SEC. OF STATE

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Application

Date: February 7, 2018 Agency: SD Bureau of Finance & Management
Agency Address: 500 E Capitol Ave Suite 217, Pierre SD 57501
Agency Phone Number: 605-773-3411
Employee Requesting Reimbursement: Jim Terwilliger, BFM Deputy Commissioner
Total Amount of Reimbursement: \$147.70 total (\$7.39 per lunch x 20 attendees)
Date(s) of Expense: January 30, 2018
Event Leave Time: 10:30 AM Event Return Time: 2:00 PM
Explanation of official business performed: Quarterly Governors Council of Economic Advisors Meeting held in Capitol Governor's Large Conference Room. BFM employees home-stationed in Pierre included Liza Clark and Jim Terwilliger.

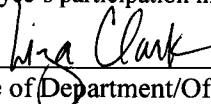
I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.


Signature of Employee

2-8-18
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.


Name of Department/Office Head

2/8/18
Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

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**DEPARTMENT OF EXECUTIVE MANAGEMENT
BUREAU OF FINANCE AND MANAGEMENT**

500 East Capitol Ave. • Pierre, South Dakota 57501-5070 • Voice: (605) 773-3411 • Fax: (605) 773-4711

**Governor's Council of Economic Advisors Meeting
RESCHEDULED DUE TO WEATHER
January 30, 2018**

**Governor's Large Conference Room
Capitol Building
Pierre, SD 57501**

10:30 PM – 12:30 PM

Update on most recent US economic forecast/SD economic trends

- Dr. Ralph Brown will present the most recent IHS Economics forecast for the United States economy as well as recent trends in the South Dakota economy including trends in employment, income and various other economic indicators specific to South Dakota.
- Council discussion on specific regional areas of the state and how those regions are performing economically, including any possible positive or negative developments that could impact the state economy.
- Council discussion on agriculture, tourism, manufacturing, financial services as well as other sectors that have a large presence in the state and how those specific sectors are performing or are expected to perform over the two years.

12:30 PM – 2:00 PM

Overview of SD economic forecast and recent tax collection trends

- Jim Terwilliger will present the most recent SD specific forecast for specific SD economic indicators from IHS Economics.
- Jim Terwilliger will present recent general fund revenue collection trends for major revenue sources that populate the state general fund and how those collection trends compare to the most recent budgeted levels and historical growth rates.
- General council discussion on the economic and revenue trends and the outlook for 2018-2019, including possible positive and negative risks that are currently present in the economic outlook for South Dakota.

**2:00 PM
Adjourn**

Subway#10203-0 Phone 605-224-5211
512 W Sioux Ave
Pierre, SD, 57501
Served by: Sandi 1/30/2018 11:24:05 am
Term ID-Trans# 1/A-352139

Qty	Size	Item	Price
4	12"	Turkey Sub	27.96
20		8oz Soup	54.00
2		12 Cookies	12.00
20		Chips	23.80
3		EDV - Mtb, Ham, SpItal, C	14.97
3	12"	-Ham Sub	
3		EDV - Mtb, Ham, SpItal, C	14.97
3	12"	-Spicy Italian Sub	

Sub Total	147.70
Tax Exemption	finance and management
Total (Eat In)	147.70
Governors	147.70
Change	0.00

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Use the SUBWAY® App
or go to order.subway.com

Download the SUBWAY® App at app.subway.com

Host Order ID: SPM20180130112405

Thanks for visiting Subway. Please let
us know how we did today by taking our
1 minute survey at www.tellsubway.com

Emery, Nora

From: Terwilliger, Jim
Sent: Friday, January 26, 2018 8:23 AM
To: Prater, Deana
Cc: Emery, Nora
Subject: 1/30 flights for GCEA meeting in Pierre

Hi Deana – not sure if you have a flight plan yet, but here is what I have for passengers for next week. Need to have them in Pierre at 10:20 and if you could also have a couple suburbans there so they can drive themselves to the capitol, that would be great. I have not heard from everyone, but I expect I will hear from everyone today sometime, so I will keep you updated. Thanks

Vermillion:

Ralph Brown
John Hemmingstad
Mike Allgrunn
Randy Stuefen

Mitchell:

Roger Musick (I believe Roger M would be willing to drive to SF if it makes it easier)

Sioux Falls:

Dan Newell
Dan Noteboom
Joel Rosenthal
David Sweet

Brookings:

Evert Vandersluis
Doug Sharp
Matt Dierson

Jim Terwilliger

Deputy Commissioner
Bureau of Finance and Management
605-773-4145 office
605-295-1873 cell
jim.terwilliger@state.sd.us

Joint Committee Appropriations
~~Sen. Fiedemann~~

Sen. Partridge

Rep. Ring

Sen. Cronin

Rep. Anderson

Rep. Hunhoff

Sen. Wiik

BFM

Liza Clark

Jim Terwilliger

(21)

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

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FEB 19 2018

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Application

Date: 02.06.2018 Agency: Department of Agriculture
Agency Address: 523 E Capitol Ave - Pierre, SD 57501
Agency Phone Number: 605.773.5425
Employee Requesting Reimbursement: Tammy Harmon
Total Amount of Reimbursement: \$3,146.86
Date(s) of Expense: 11.15.17 & 11.16.17
Event Leave Time: _____ Event Return Time: _____
Explanation of official business performed: Division Directors and All-Department Meeting

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Tammy Harmon
Signature of Employee

2.6.2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Secretary Mike Jaspers
Name of Department/Office Head
[Signature]
Signature of Department/Office Head

Secretary of Agriculture
Position/Title of Agency Official
2-6-2018
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

INVOICE



20 November 2017

1610.36

PAYMENT DUE: UPON RECEIPT

Drifters Bar and Grille

325 Hustan Ave
Fort Pierre, SD
605.220.5014

Department of Agriculture

QUANTITY	DETAILS	UNIT PRICE	LINE TOTAL
1	Room and A/V Charge	1,402.36	1,402.36
1	Beverages	208.00	208.00
	Food and Beverage Tax	7.50%	exempt
	Other Tax	6.50%	exempt

Final Balance \$1,610.36

MENU DETAILS

OTHER INFORMATION

Event Date: November 16, 2017

Event Time: 9:00AM

Event Room: Entire Space

Guest Count: 105

INVOICE



20 November 2017

1155

PAYMENT DUE: UPON RECEIPT

Drifters Bar and Grille

325 Hustan Ave
Fort Pierre, SD
605.220.5014

Department of Agriculture

QUANTITY	DETAILS	UNIT PRICE	LINE TOTAL
105	Sandwich Board	11.00	1,155.00
	Food and Beverage Tax	7.50%	exempt
	Other Tax	6.50%	exempt

Final Balance \$1,155.00

MENU DETAILS

Assorted Meat and Cheese
Assorted Breads
Herb Mayo and Dijon Mustard
Bacon Potato Salad, Pasta Salad, and Kettle Chips
Lettuce, Tomato, Onion, and Pickles

OTHER INFORMATION

Event Date: November 16, 2017
Event Time: 9:00AM
Event Room: Entire Space
Guest Count: 105

INVOICE



20 November 2017

381.5

PAYMENT DUE: UPON RECEIPT

Drifters Bar and Grille

325 Hustan Ave
Fort Pierre, SD
605.220.5014

Department of Agriculture

QUANTITY	DETAILS	UNIT PRICE	LINE TOTAL
14	Plated Lunch	11.00	154.00
1	Beverages	52.50	52.50
1	Projector and Screen	50.00	50.00
1	Room Charge (full day)	125.00	125.00
	Food and Beverage Tax	7.50%	exempt
	Other Tax	6.50%	exempt

Final Balance \$381.50

MENU DETAILS

OTHER INFORMATION

Event Date: November 15, 2017

Event Time: 9:00AM

Event Room: Port

Guest Count: 14

Division	Table #	Employee	Signature	Home Station
AGS	3	Anderson, Dale	<i>Dale Anderson</i>	Pierre
AGS	22	Anderson, Paul	<i>Paul Anderson</i>	Sioux Falls
AGS	11	Blume, Michael <i>out sick</i>		
AGS	5	Endres, Bob	<i>Bob Endres</i>	Mt. View
AGS	23	Farley, Joseph	<i>Joe Farley</i>	Pierre
AGS	12	Garland, Stef	<i>Stef Garland</i>	
AGS	7	Goodlander, Larry	<i>Larry Goodlander</i>	
AGS	17	King, Spike	<i>Spike King</i>	
AGS	6	Konechne, Jim	<i>Jim A. Konechne</i>	Rcy
AGS	20	Larsen, Sharon	<i>Sharon Larsen</i>	ag
AGS	9	Lounsbery, Jeff	<i>Jeff Lounsbery</i>	S. Falls
AGS	3	McClelland, Julie	<i>Julie McClelland</i>	Pierre
AGS	19	Mitchell, Valerie	<i>Valerie Mitchell</i>	Pierre
AGS	1	Moehring, Ron	<i>Ron Moehring</i>	Pierre
AGS	1	Otterness, Kim	<i>Kim Otterness</i>	Brookings
AGS	8	Petersen, Sherrie	<i>Sherrie Petersen</i>	Mitchell
AGS	10	Reiners, Bob	<i>Bob Reiners</i>	Pierre
AGS	21	Rogers, Heather	<i>Heather Rogers</i>	Milbank
AGS/SEC/AGP	22	Runyan, Taya		
AGS	14	Schelske, Scott		<i>Bar</i>
AGS	18	Shumaker, Tony	<i>Tony Shumaker</i>	mt view
AGS	15	Sievers, Brenda	<i>Brenda Sievers</i>	Hum
AGS	4	Silbernagel, Stephanie	<i>Stephanie Silbernagel</i>	Pierre
AGS	2	Smith, David	<i>Dave Smith</i>	Pierre
AGS	13	Stegeman, Gene	<i>Gene Stegeman</i>	Brookings
AGS	5	Stenson, Mike	<i>Mike Stenson</i>	Pierre
AGS	14	Urban, Tyler	<i>Tyler Urban</i>	Abbeville

Division	Table #	Employee	Signature	Home Station
RCF		Garbisch, Brian	Brian Garbisch	Rapid City
RCF	13	Gaudette, Linda	Linda Gaudette	Pierre
RCF	8	Gregory, Allyssa	Allyssa M Gregory	Lead.
RCF	11	Haugan, Doug	Doug Haugan	PIE/PRE
RCF	20	Hettick, Dave	Dave Hettick	HOT SPRINGS
RCF	4	Juette, Ann	Ann Juette	PIERRE
RCF	17	Kafer, Nathan	Nathan Kafer	minell
RCF	10	Larson, Joshua	Joshua M Larson	Rapid City
RCF	22	Mayko, Richard	Richard Mayko	Siox Falls
RCF	23	Ormseth, Rachel	Rachel Ormseth	Pierre
RCF	18	Sanders, Ruth	Ruth Sanders	Pierre
RCF	15	Scott, Brian	Brian Scott	S. Falls
RCF	19	Shannon, Tiffany	Tiffany Shannon	Pierre
RCF	16	Smith, Bill	Bill Smith	Pierre
RCF	3	Tubbs, Marcia	Marcia Tubbs	Rapid
RCF	2	Warnke, Marcus	Marcus Warnke	Rapid City
RCF		Jon Livermore	Jon Livermore	Waterbury
SEC/AGP	18	Bechard, Jodi	Jodi Bechard	Pierre
SEC	23	Gutenkauf, Jeff	Jeff Gutenkauf	
SEC/AGP	8	Hanson, Dani	Dani Hanson	Pierre
SEC	16	Harmon, Tammy	Tammy Harmon	Pierre
SEC	4	Holt, Kyle	Kyle Holt	Pierre
SEC	2	Jaspers, Mike	Mike Jaspers	Pierre
SEC	20	Lyons, Stephanie	out on personnel	
SEC	5	Petersen, Chris	Chris Petersen	Pierre
SEC	10	Schrempp, Jennifer	Jennifer Schrempp	Pierre
SEC/AGP	14	Stensaas, Maggie	Maggie Stensaas	Pierre
RCF	7	Seidl, Anthony	Anthony Seidl	Rapid City

Division	Table #	Employee	Signature	Home Station
SFR	21	Besch, Peggy		
SFR	13	Briley, Candi		
SFR	12	Hofel, Di		
SFR	17	Jager, Vincent		
SFR	3	Kiple, Joni		
SFR	1	Mom, Paula		
SFR	9	Traver, Linda		

WFD	12	Bachelor, James		Rapid City
WFD	16	Black, Ray		Lead
WFD	17	Blair, Chris	personnel	
WFD	9	Bollock, Monty		RC
WFD	10	Brown, Logan		Rapid City
WFD	7	Bubb, Raymond		RC
WFD	23	Burk, Jim		Rapid City
WFD	21	Cadotte, Winston		Rapid City
WFD	19	Cordell, Quentin		Hot Springs
WFD	13	Damschroder, Brittany		Rapid City
WFD	9	Dierks, Tamara		Rapid City
WFD	11	Esperance, Jay		R.C.
WFD	18	Esser, Steve		Hot Springs
WFD	6	Even, Brenda		RC
WFD	8	Fritz, Adam		Rapid City
WFD	6	Gordon, Ben	out personnel	
WFD	20	Griffie, Cody		Lead
WFD	3	Haskvitz, John		Custer State Park
WFD	1	Hatten, Pete		R.C.

WFD	15	Henry, Donald	Donald Henry	Rapid City
WFD	4	Jez, Jillian	Jillian Jez	Rapid City
WFD	2	Lawver, Jeni	Jeni Lawver	"
WFD	5	Maisel, Benjamin	Benjamin Maisel	Rapid City
WFD	14	McCann, Seth	Seth McCann	Rapid City
WFD	22	Menning, Mark	Mark Menning	Rapid City
WFD	21	Moore, Paul	Paul Moore	Rapid City
WFD	7	Pritzkau, Anthony	Anthony Pritzkau	
WFD	23	Reiter, Paul	Paul A Reiter	Rapid City
WFD	14	Rothschadl, Brady	Personnel	
WFD	10	Ryckman, Lisa	Lisa Ryckman	Rapid City
WFD	19	Scott, Logan	Logan Scott	Rapid City
WFD	18	Steffan, Michael	Michael Steffan	Rapid City
WFD	17	Taylor, Albert	Albert Taylor	Rapid City
WFD	16	Tornow, Joannah	Jo Tornow	Rapid City
WFD	15	Wiedow, Jeff	Jeff Wiedow	Hot Springs Rapid City
		Walters, Casey	Casey Walters	

Division	Table #	Employee	Signature	Home Station
AGD	5	Freking, Jeremy	<i>Jeremy Freking</i>	Sioux Falls
AGD	11	Hansen, Bill	<i>Bill Hansen</i>	Centerville
AGD	1	LaBrie, Terri	<i>Terri LaBrie</i>	R.C.
AGD	8	Sanderson, Brian	<i>Brian Sanderson</i>	Mitchell
AGD	20	Sturm, Kimberly	<i>Kimberly Sturm</i>	Pierre
AGD	7	Weyrich, Bob	<i>Bob Weyrich</i>	Rapid City
AGD	6	Zuber, Holly	<i>Holly Zuber</i>	PIERRE
SFR	21	Besch, Peggy	<i>Peggy Besch</i>	Huron
SFR	13	Briley, Candi	<i>Candi Briley</i>	Huron
SFR	12	Hofar, DL	<i>DL Hofar</i>	
SFR	17	Jager, Vincent	<i>Vincent Jager</i>	Huron
SFR	3	Kiple, Joni	<i>Joni Kiple</i>	Huron
SFR	1	Mom, Paula	<i>Paula Mom</i>	Huron
SFR	9	Traver, Linda	<i>Linda Traver</i>	Huron

RECEIVED

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

FEB 06 2018

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State Board of Finance - Office of Secretary of State
 Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
 Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 01/24/18 Agency: SD Game, Fish and Parks
 Agency Address: 4130 Adventure Trail, Rapid City, SD 57702
 Agency Phone Number: (605) 394-6724
 Employee Requesting Reimbursement: Jacob Hassz
 Total Amount of Reimbursement: \$1,332.24
 Date(s) of Expense: 11/25/17 Through 12/20/17
 Event Leave Time: _____ Event Return Time: _____
 Explanation of official business performed: Home Station Lateral Transfer
From Wall SD to Rapid City SD

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

[Signature]
 Signature of Employee

01/24/18
 Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Kelly Hepler
 Name of Department/Office Head

Dept Secretary
 Position/Title of Agency Official

[Signature]
 Signature of Department/Office Head

2/6/18 Game Fish & Parks
 Date

State Board of Finance Approval

Approval Date: _____

 Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

4130 ADVENTURE TRAIL | RAPID CITY, SD 57702

October 19, 2017

Jacob Hasz
PO Box 337
Wall, SD, 57790

Dear Jacob,

Congratulations on your recent selection and appointment to the Rapid City Conservation Officer position for Region 1. By this letter, I am advising that effective November 25, 2017 you will be permanently assigned to the vacant conservation officer duty station in Rapid City. The Conservation Officer Position is designated a GI level position on the Human Resources salary scale. This is an hourly position, your current salary (\$39,546.72) and benefit package will remain the same. We are all excited to have you begin assuming the responsibilities of the position and look forward to your presence and work in Rapid City and the Central District.

Once you have relocated your residence to Rapid City, but no later than December 21, 2017, your assigned duty station will become your home station for purposes of travel reimbursement expenses. State rules allow the agency to pay per diem (meals & lodging) up to a maximum of 20 working days during this timeframe from November 25 – December 21, 2017 while you are relocating.

As discussed, you will be able to apply for household moving allowance for this transfer from the Board of Finance. You may contact a household mover or you may elect to rent a truck or trailer and move yourself and if approved, you may be reimbursed for these expenses. In addition the state will reimburse you high mileage (one way) to move your personal vehicle to your new duty station.

Again congratulations on your recent appointment. The Region One Staff is looking forward to working with you. The experience and professionalism that you possess will be a benefit to the wildlife and the citizens of South Dakota. Best of luck in your new assignment.

Sincerely,

Jim McCormick
Regional Conservation Officer Supervisor

Cc: Jeff Wilson, HR
Director Tony Leif; Rachel Comes

Original Signature Required
updated 01/17/2017

[illegible][illegible]

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further agree to comply with the provision of the Civil Rights Act of 1964 and regulations issued thereunder relating to nondiscrimination in Federally assisted programs.

Mr. [Signature] 2-1-18
Claimant Date

Rights Act of 1964 and regulations

McComick 2-01-18

Auctionization Date



Office of the State Auditor

Steven J. Barnett, State Auditor

Jason Lutz, Deputy State Auditor

500 East Capitol Avenue, Pierre, SD 57501-5070

Telephone: (605) 773-3341 • Fax: (605) 773-5929

www.sdauditor.gov

Delayed Travel Reimbursement Request

Pursuant to the following Administrative Rule of South Dakota, a voucher received by the Office of the State Auditor after 60 days of the last day of a claimant's travel must be accompanied with this form. The below information must be completed and authorized by the agency official listed in the rule.

3:05:03:03.1. Voucher submission timing. A claim for travel expenses must be received by the state auditor within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the head of a state agency, bureau, or any other unit or organization of state government; constitutional officer; or elected official of the office from which the claimant is seeking reimbursement. If the claimant is a department secretary or bureau commissioner, the form must be signed by the Governor.

General Authority: SDCL 4-9-1.1.

Law Implemented: SDCL 3-9-8, 4-9-1.1.

Claimant name: Jacob Hasz

Invoice number: _____

Reason for delay: _____

State Board of Finance - (Home Station
Reimbursement Request)

(Home station per diem Reimbursement Request)

[Signature]

Claimant Signature

01/24/18

Date

[Signature]

Agency Official Authorization

2/6/18

Date

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

RECEIVED

JAN 10 2018

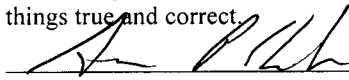
S.D. SEC. OF STATE

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 1/5/18 Agency: 60ED
Agency Address: 711 E. Wells Avenue
Agency Phone Number: 773-4633
Employee Requesting Reimbursement: Aaron Scheibe
Total Amount of Reimbursement: \$88.70
Date(s) of Expense: 11/30/17
Event Leave Time: 8:00am Event Return Time: 5:00pm
Explanation of official business performed: Management team planning retreat held in Pierre; meeting extended through lunch to accomodate Commissioner's schedule and avoid requiring a second overnight for four out of town staff members.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.



Signature of Employee

1/5/17

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Scott Stuenkel

Name of Department/Office Head

Commissioner

Position/Title of Agency Official

1/8/18

Date

Signature of Department/Office Head

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

CHOPS FINE MEATS AND FARE
212 E DAKOTA AVE
PIERRE SD 57501
605-2222606

Thu 11/30/2017 1:04 PM

Txn ID: #ff83e118
Type: CREDIT

PURCHASE
VISA DEBIT

Number: *****1048
Entry Mode: Chip
Card Type: VISA
CVM: SIGNATURE
Mode: Issuer
AID: A0000000031010
TVR: 0080008000
IAD: 06010A03A0A802
TSI: E800
ARC: 00
ATC: 013D

Response: APPROVED
Approval Code: H74681

Sub Total: \$41.93

Total: \$41.93

THANK YOU

Sandwiches for
8 people

KORNER GROCERY
125 S VAN BUREN AVE
PIERRE SD

11/29/2017 5:12PM 0001
111111#4156

8 @ \$5.49
DELI \$43.92
MOSE ST \$43.92
TAX1 \$2.85

***TOTAL \$46.77
CASH \$100.00
CHANGE \$53.23

Scheibe, Aaron

Subject:

Directors Planning Meeting Participants

Commissioner Scott Stern – Sioux Falls
Deputy Commissioner Aaron Scheibe – Pierre
Steve Watson – Sioux Falls
Joe Fiala – Miller
Cassie Stoesser – Pierre
Mary Lehecka Nelson – Pierre
Travis Dovre – Pierre
Marcy Olsen – Sioux Falls

Aaron P. Scheibe
Deputy Commissioner
South Dakota Governor's Office of Economic Development
aaron.scheibe@sdreadytowork.com
(605) 773-4633 (office)
(605) 222-0750 (cell)





SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

523 East Capitol Avenue

Pierre, SD 57501

Phone: 605.773.5425 Fax: 605.773.5926

sdda.sd.gov

January 9th, 2018

Secretary of State SD Board of Finance
500 East Capitol Avenue
Pierre, SD 57501

RECEIVED
FEB 09 2018
S.D. SEC. OF STATE

Board of Finance;

As originally presented during the January 2018 Board of Finance meeting, SD Department of Agriculture employee Kristia Thomas attended the 2017 South Dakota Local Foods Conference in Spearfish SD, November 3rd and 4th. The Spearfish Holiday Inn & Convention Center offered a conference rate for lodging at \$74.99 per night for attendees. Weekend rates for other lodging in the area during this event included \$80 per night at the Holiday Inn-Spearfish, \$81 per night at the Fairfield Inn & Suites, and \$129 per night at the Hampton Inn.

SDDA made the original reservation when the higher summer rate for state lodging was still in place, but the actual stay occurred during the lower state rate time period. The Department is now asking for approval to pay the Spearfish Holiday Inn & Convention Center the remaining balance of \$19.99 to complete the payment for Kristia Thomas's lodging. Thank you for your consideration of this matter.

Sincerely;

Mike Jaspers Secretary

Cc: Stef Garland Encl:



SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

523 East Capitol Avenue

Pierre, SD 57501

Phone: 605.773.5425 Fax: 605.773.5926

sdda.sd.gov

January 9th, 2018

Secretary of State
SD Board of Finance
500 East Capitol Avenue
Pierre, SD 57501

Board of Finance;

Kristia Thomas attended the 2017 South Dakota Local Foods Conference in Spearfish, November 3rd and 4th. The Spearfish Holiday Inn & Convention Center was offering a contracted rate of \$74.99.

Since this was a Friday and Saturday night in Spearfish, the hotel was not willing to honor the State Rate of \$55. We booked Kristia Thomas' room at the Spearfish Holiday Inn & Convention Center as part of the 2017 South Dakota Local Foods Conference room block at the \$74.99 rate. This went over the State of South Dakota rate of \$55.00.

We are asking for approval to reimburse Kristia Thomas (direct billed) for the remaining amount of \$19.99.

Thank you, for your consideration of this matter.

Sincerely;

Mike Jaspers
Secretary

Cc: Stef Garland

Encl:



SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

523 East Capitol Avenue
Pierre, SD 57501
Phone: 605.773.5425 Fax: 605.773.5926
sdda.sd.gov

January 9th, 2018

Secretary of State
SD Board of Finance
500 East Capitol Avenue
Pierre, SD 57501

Board of Finance;

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We are asking for approval to reimburse Kristia Thomas (direct billed) for the remaining amount of \$19.99.

Thank you, for your consideration of this matter.

Sincerely;

Mike Jaspers
Secretary

Cc: Stef Garland

Encl:



Holiday Inn

102

12-01-17

SD Dept of Agriculture 523 E. Capitol Ave. Pierre SD 57501 United States	Folio No. : 165645 A/R Number : SDDTOA Group Code : LFC Company : Membership No. : Invoice No. : 18196	Room No. : 114 Arrival : 11-02-17 Departure : 11-03-17 Conf. No. : 68457009 Rate Code : Page No. : 1 of 1
Thomas, Kristia		

Date	Description	Charges	Credits
11-02-17	*Accommodation	74.99	
11-02-17	Occupancy tax	2.00	
Total		76.99	0.00
Balance		76.99	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



HOLIDAY INN HOTEL&CONVENTION CENTER

SD Dept of Agriculture
Jennifer Schrempp
523 E. Capitol Ave.
Pierre SD 57501
United States

Date : 12-01-17

A/R Account Number : SDDTOA

Amount Paid : \$ _____

Date	Inv. No.	Folio No.	Description	Debit	Credit	Balance
11-03-17	18196	165645	Thomas, Kristia	76.99	- 57.00	19.99
					Balance Due	19.99

Aging Summary :

Up to 30	31 - 60	61 - 90	91 - 120	121 - 150	151 and Over
19.99	0.00	0.00	0.00	0.00	0.00

Payments made close to your billing date will appear on your next statement.
Overdue balances subject to a surcharge at the rate of 1.5% per month after one month.

RECEIVED
DEC 04 2017
HOLIDAY INN HOTEL & CONVENTION CENTER
PIERRE, SD 57501

Holiday Inn Hotel & Convention Center
305 North 27th Street, I-90, Exit 14
Spearfish, South Dakota 57783
Tel: (605)642-4683 Fax: (605)642-0203



OFFICE OF ADMINISTRATIVE SERVICES

600 East Capitol Avenue
Pierre, South Dakota 57501-2536
605/773-3361 FAX: 605/773-5683
www.state.sd.us/doh

January 18, 2018

Secretary of State
Board of Finance

Dear Board Members,

We are requesting approval to reimburse Kimberly Gukeisen for her stay at My Place for the remaining \$50.75. She was reimbursed already for \$61.95 which is the state rate plus taxes. Due to shortage of nurses at the Pierre Women's Prison, she was asked with very short notice to cover shifts on January 8-9. She made reservations on Sunday and received state rates for January 8th but due to Legislative Session beginning January 9th, they did not allow state rates. Normally, prior approval is requested from the Auditor's Office for these issues. However, the Program Manager had just left for vacation and the supervisor in Pierre was not aware that prior approval should have been requested as this is the first time she has had this issue arise.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads 'Kari Buckles'.

Kari Buckles
Accountant II – Accounts Payable
South Dakota Dept. of Health

Enclosure



MY PLACE HOTEL - FORT PIERRE SD

209 East Hustan Avenue
Fort Pierre, SD 57532 US

Phone: 605-494-2090

Fax: 605-494-2091

Email: FTPIERRE.FRONTDESK@LEGACYMGMT.ORG

Printed: 1/12/2018 9:43:16 AM

Folio (Detailed)

Name: GUKEISEN, KIMBERLY
Company: STATE OF SD
Address: 817 west 16th avenue
Mitchell, SD 57301 US

Confirmation Number: 70742SB006261
Account Number: 508-533298

Room: 300 Room Type: N1Q, 1 QUEEN RECLINER Nights: 1 Guests: 1/0
Rate Plan: ROD Daily Rate: \$118.99 + \$12.70 Tax GTD: VI - VISA
Arrival: 1/9/2018 (Tue) Departure: 1/10/2018 (Wed) XXXX XXXX XXXX 2270

Room Rate:

1/9/2018 (Tue) - 1/9/2018 (Tue)

\$118.99 + \$12.70 Tax per night.

revised rate \$100.00 per night + tax

Date	Code	Description	Amount	Balance
1/9/2018	VI	VISA (2270)	(\$131.69)	(\$131.69)
1/9/2018	ROOM	ROOM CHARGE	\$118.99	(\$12.70)
1/9/2018	TAX1	STATE SALES TAX 4.5%	\$5.35	(\$7.35)
1/9/2018	TAX2	LOCAL LODGING TAX 1%	\$1.19	(\$6.16)
1/9/2018	TAX3	BED TAX \$2.00	\$2.00	(\$4.16)
1/9/2018	TAX4	TOURISM TAX 1.5%	\$1.78	(\$2.38)
1/9/2018	TAX5	LOCAL SALES TAX 2%	\$2.38	\$0.00
1/12/2018	WRITE OFF	WRITE OFF-GUEST RELATIONS	(\$18.99)	(\$18.99)
1/12/2018	VI	VISA (2270)-GUEST RELATIONS	\$18.99	<u>\$0.00</u>

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$118.99	\$12.70	\$0.00	(\$18.99)	<u>(\$112.70)</u>	\$0.00	\$0.00

Guest Signature: _____

*reduced rate to 100.00 - rate
12.70 - tax*

*112.70
61.957 reimb. on travel
50.75
request of BoF*

*55.00
4.95 - 90% net
2.00 - Bed tax*

61.95 - Can only claim on voucher

I agree to pay all charges and taxes in advance for my entire stay unless other arrangements were made in writing with management. I



OFFICE OF ADMINISTRATIVE SERVICES

600 East Capitol Avenue
Pierre, South Dakota 57501-2536
605/773-3361 FAX: 605/773-5683
www.state.sd.us/doh

RECEIVED

JAN 19 2018

S.D. SEC. OF STATE

January 18, 2018

Secretary of State
Board of Finance
Attn: Theresa Bray

Dear Ms. Bray,

Please add to the Board of Finance meeting agenda of February 20, 2018 the enclosed request for approval of reimbursement for excess lodging.

Upon approval/disapproval of this request by the Board of Finance, please return all paperwork back to me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Kari Buckles'.

Kari Buckles
Accountant
Dept of Health – Fiscal
605-773-4955

Enclosure

Dowling, Kayla

From: Venhuizen, Tony
Sent: Tuesday, January 30, 2018 1:12 PM
To: Bray, Teresa
Cc: Dowling, Kayla
Subject: Re: DocuSign Information

perfect

From: Bray, Teresa
Sent: Tuesday, January 30, 2018 1:11 PM
To: Venhuizen, Tony
Cc: Bray, Teresa; Dowling, Kayla
Subject: RE: DocuSign Information

Thanks. We will add the action item to approve faxed and emailed signatures. We have not voted on it yet.

Teresa

Teresa J. Bray

Deputy Secretary of State, General Services
Office of the Secretary of State
500 E. Capitol Ave., Suite 204, Pierre, SD 57501
(605) 773-5002
Email: Teresa.Bray@state.sd.us

Website: <http://sdsos.gov>

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From: Venhuizen, Tony
Sent: Tuesday, January 30, 2018 1:10 PM
To: Bray, Teresa <Teresa.Bray@state.sd.us>
Subject: Re: DocuSign Information

I think we can start allowing faxed and emailed signatures. I'd like to wait until after session to have a DocuSign presentation.

From: Bray, Teresa
Sent: Tuesday, January 30, 2018 12:50 PM
To: Venhuizen, Tony
Cc: Bray, Teresa
Subject: FW: DocuSign Information

Tony:

Did you want us to set up a demonstration of the DocuSign for the Board of Finance? Did you want this before any action is taken on faxed or email signatures?

Thanks,
Teresa

Teresa J. Bray

Deputy Secretary of State, General Services
Office of the Secretary of State
500 E. Capitol Ave., Suite 204, Pierre, SD 57501
(605) 773-5002

Email: Teresa.Bray@state.sd.us

Website: <http://sdsos.gov>

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From: Lancaster, Debbie (BIT)
Sent: Monday, January 29, 2018 3:06 PM
To: Bray, Teresa <Teresa.Bray@state.sd.us>
Subject: DocuSign Information

Hi Teresa,

I attended the Board of Finance December meeting to provide some information about DocuSign. I'm attaching multiple documents for DocuSign – 2 are from them and the other one I developed to give people some general information at DocuSign. The shortest high level demonstration overview would last a minimum of 30 minutes. Their demonstrations normally last 1 to 1.5 hours. With the Board of Finance meeting having possible attendees I'm wondering if the Board Meeting is the proper time for the demonstration or if we should setup something for a different date/time and with a list of specific attendees? Depending on the date option the vendor may need a month's notice to get it on their calendar. Let me know your thoughts and if you want me to work with you to get a demonstration set up or if you'd like to arrange it.

I am sending the attached documents to my fellow BIT Points of Contact in case they want to request a demonstration for their interested agencies. We currently have 2 state agencies using DocuSign – Department of Education and Department of Human Services.

Thanks,
Debbie